

JOB ANNOUNCEMENT

POSITION: Education Program Coordinator
HIRING RANGE: 47-52/ \$17.39 to \$19.91
LOCATION: Administrative Office of the Courts - SLC
TYPE OF POSITION: 3/4 time position, with benefits
CLOSING DATE: June 29, 2006, at 5:00 p.m.

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
450 S State
PO Box 140241
Salt Lake City, UT 84114
801-578-3804 (phone)
801-238-7814 (fax)

DUTIES: Under guidance from the Director of Education, develops and administers continuing education programs for judges and court staff. Specific areas of training will include leadership development for judges and court staff, and training for probation officers. Duties may include the following:

- Assess training needs, define learning goals and objectives, designs course content, prepares course materials and evaluates programs
- Work with committees to develop long-range educational plans
- Provide leadership in developing curriculum for specific target audiences
- Plan educational classes, programs and conferences, based on learning goals and objectives
- Perform other duties as assigned

QUALIFICATIONS: Graduation from college with a bachelor's degree in education, organizational development, criminal justice or related area, plus three years of directly related work experience, or any equivalent combination of education and experience. Knowledge of fundamentals of adult education, including needs assessment, adult learning principles, and curriculum development. Ability to direct and coordinate projects simultaneously. Ability to communicate effectively both orally and in writing. Computer skills and some travel required.

APPLICATION INFORMATION: Applications may be obtained from Utah Dept. of Workforce Services, the Administrative Office of the Courts, 450 S. State, SLC, UT 84114, or from our website at www.utcourts.gov.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by ADA.